



**REQUEST FOR PROPOSALS TO**

**PROVIDE:**

**ON-GOING & ON-CALL  
CONSULTING SERVICES TO THE  
SAN LORENZO VALLEY WATER  
DISTRICT**

**PROJECT TITLE:**

**WATER YEAR 2023-2025 ECOLOGICAL AND  
OPERATIONAL STREAMFLOW MONITORING**

**RESPONSE DUE BEFORE 3:00 P.M.**

**ON**

**June 8, 2023**

**San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006  
(831) 338-2153**

## I. INTRODUCTION

The San Lorenzo Valley Water District (SLVWD or District) is soliciting a Request for Proposal (RFP) from qualified consulting firms or individuals (Consultant) to conduct dry season monitoring of flow and temperature along Foreman Creek and Boulder Creek as well as install a year-round operational gaging station at Fall Creek. Following the 2020 CZU Lightning Complex Fire, the only active diversion in the District's Northern system is on Foreman Creek. Current monitoring of this diversion takes place from June through November to better understand flow and temperature during the driest part of the year for regulatory and permitting purposes. As additional diversions are brought back online additional dry season monitoring will be needed. Operational gaging along Fall Creek will allow the District real-time access for decision-making and monitoring for diversion-related purposes. Further details of both tasks will be provided under Section III below.

## II. GENERAL INFORMATION

San Lorenzo Valley Water District is a water supplier established in 1941 and serves several communities within the 136 square-mile San Lorenzo River Watershed. The District provides water to two separate drinking water systems: The San Lorenzo Valley Water District and The San Lorenzo Valley Water District-Felton. Each of these two drinking water systems have their own separate source of drinking water supply. The SLVWD and SLVWD-Felton systems have an interconnection, which allows for the transfer of water between the two systems on an emergency basis.

The District's legal boundaries encompass approximately 62 square miles. Land uses include timber, State and regional parks, water supply watersheds, rural residential, low-density urban residential and commercial, quarries, agriculture, and other open space. The District owns one contiguous piece of land of approximately 1,620 acres for water supply and watershed protection on Ben Lomond Mountain, 252 acres in the Felton/Fall Creek watershed, and another 325 acres in the Zayante Creek area.

The District relies on both surface water and groundwater resources, which are ultimately derived solely from rainfall within the San Lorenzo River watershed. Surface water is obtained from nine stream diversions (six of which are currently inactive due to damage sustained in the 2020 CZU wildfire). Groundwater is obtained from one spring and eight active wells. The District has limited above-ground storage capacity equal to only a few days' average use; hence, the District relies on groundwater for seasonal and year-to-year storage. The District produces and treats water based on short-term water demand. The water treatment plant for the SLVWD system is located above the community of Boulder Creek; the plant for the SLVWD-Felton system is located on Kirby Street in downtown Felton. The scale and complexity of SLVWD's water distribution system reflect the San Lorenzo Valley's rugged topography, dispersed pattern of development, and widely distributed raw water sources.

Learn more on the District's website: [SLVWD.COM](http://SLVWD.COM)

## III. PROPOSED SCOPE OF SERVICES

The District is looking to establish a 3-year agreement with two optional subsequent 1-year extensions.

Task 1: Dry season monitoring on Foreman Creek and Boulder Creek for flow and temperature (June to November).

The District seeks to continue flow and temperature monitoring during the "dry season" at Foreman Creek and Boulder Creek. This data will be used in an ongoing conjunctive use study, to support regulatory processes, District operations, and permitting. Dry season monitoring has been taking place at Foreman Creek and Boulder Creek (with a gap in 2021) since 2013 to understand the effects of the diversion on downstream habitat and the watershed as a whole.

Monthly monitoring site visits will take place June through November to establish baseline data and make observations during the dry season. Currently, a staff plate and two Solinst Leveloggers are being used to collect continuous depth and temperature data. Consultant staff are encouraged to make regular site

visits to note changes in field conditions, collect data, and make repairs as needed.

As diversions are brought back online additional dry season monitoring sites will be added.

#### Task 2: Operational gaging at Fall Creek

There is currently a real-time station installed at the Fall Creek Fish Ladder. This station reports data back to an online portal managed by the current consultant, which is used to actively manage the diversion. The District would like to continue real-time (reports every 15 minutes) monitoring with site visits made monthly throughout the year to ensure accuracy of gage. The gage will potentially need to be relocated downstream after upgrades to the fish ladder are completed in October 2023. No written report or flow record will be needed but data should be assessable in real-time via an online portal or through the District's Supervisory control and data acquisition (SCADA).

#### Task 3: Data Transmittal

Complete a presentation to the Board of Directors of prior year monitoring results (assumed March of the following year). Provide raw data files and daily graphs of stage, streamflow, temperature, and specific conductance at each site in Microsoft Excel format. Annually provide a summary (1-2 pages) of key findings.

Previous reports & current program information can be found at:

<https://www.slvwd.com/environmental/pages/streamflow-salinity-and-temperature-monitoring>

### **IV. PROJECT MANAGEMENT AND INFORMATION COLLECTION**

Reporting for Task 1 will take place at the end of each month in the dry season. Reports for Task 2 should be provided to our SCADA system in real time and allow us to make on the ground diversion changes as needed. In addition to the site visits mentioned in Section III, staff time will be needed to coordinate with and report any changes to District staff. Additionally, time will be needed to coordinate and manage this project. Any changes to this scope of work will need to be approved by District staff prior to implementation.

## V. SUBMITAL REQUIREMENTS

The submittal shall not exceed 16 pages excluding resumes, work and experience examples, cover letter, dividers, front and back covers. Responses to this RFP shall be in the following order and shall include:

1. Executive Summary (2 pages maximum)

Summarize the contents of your firm's qualifications in a clear and concise manner. Include a description on what makes your firm uniquely qualified.

2. Identification of Prime Consultant (1 page maximum)

- i. Legal name and address of the company.
- ii. Legal form of company (partnership, corporation).
- iii. If company is wholly owned subsidiary of a "parent company," identify the "parent company."
- iv. Name, title, address and telephone number of person to contact concerning the Response Submittal.
- v. Number of staff and the discipline/job title of each.

3. Identification of Sub Consultants, if any (1 page per sub-consultant maximum)

- i. Legal name and address of the company.
- ii. Name, title, address and telephone number of prime contact
- iii. Number of staff and the discipline/job title of each.

4. Assignment Organization and Experience of the Team (5 pages maximum, not including resumes or examples)

- i. Describe proposed team organization, including identification and responsibilities of key personnel, including sub-consultants. Include only one-page resumes.
- ii. Describe the experience of the Team Manager and the experience that the proposed personnel have working on past efforts as a team.
- iii. Describe management approach to the assignment, locations where work will be done, responsibilities for coordination with the District, lines of communication necessary to maintain assignment on schedule.
- iv. Describe a proposed 12-month schedule showing all facets of work that will meet the District's objectives and goals in a timely manor.
- v. Describe the Firm's capacity to perform the work, considering the firm's current and planned workload and the firm's current and planned work force.

5. Experience and Past Performance, Including Cost and Schedule Control (5 pages max not including examples/ 5 projects max)

- i. Include a summary of the past experience and performance of the Team Manager and Team on similar assignments. Include the following information:
  1. Owner, contact name and phone number
  2. Assignment description
  3. Budget and total dollar value of completed assignment
  4. Budgeted schedule and total time to completion

6. Firm's Local Experience (1 page maximum)

Describe the firm's experience and knowledge of District and local issues.

7. Creative Alternatives (1 pages maximum)

Discuss any creative solutions to meet the assignment’s objectives.

8. Proposed Total Professional Fee and Fee Schedules Submitted Under Separate Sealed Cover

- i. Proposed fee shall be organized with appropriate breakdown into tasks.
- ii. Proposed Fee Schedule shall include an estimated timeline for tasks 1, 2, and 3.
- iii. Proposed fee shall not be the basis of award but will be used to evaluate the Consultant’s understanding of the proposed assignment.
- iv. Include the hourly rates of all staff that will charge directly to the project in FY22/23.
- v. Commit to a maximum 3% inflationary adjustment per year for FY23/24 and FY 24/25.

9. Exceptions to this RFP

The Consultant shall certify that it has fully read the RFP and takes no exceptions to this RFP including, but not limited to the Consultant Services Agreement (attached). If the Consultant does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and explained.

**EVALUATION CRITERIA**

The evaluation criteria and the respective weights that will be given to each criterion are as follows:

1. Executive Summary .....	20%
2. Identification of Prime Consultant .....	5%
3. Identification of Sub Consultants.....	5%
4. Project Organization and Experience .....	20%
5. Past Performance, Including Cost and Schedule Control .....	15%
6. Firm’s Local Experience .....	15%
7. Creative Alternatives .....	10%
8. Proposed Fee .....	10%

**IV. SELECTION PROCESS**

The District intends to enter into negotiations with the top ranked firm. Negotiations will cover: scope of work, contract terms and conditions, office arrangements, attendance requirements and appropriateness of the proposed fee schedule.

After negotiating a proposed agreement that is fair and reasonable the District Manager will present a contract to the District’s Board for authorization to execute a contract with the responsive firm.

**V. SELECTION SCHEDULE**

The District anticipates that the process for selection of firms and awarding of the contract will be according to the following tentative schedule:

<b>Proposal Due Date</b>	<b>June 8, 2023</b>
Interview (TBD-If Necessary)	TBD
Board of Directors Approval	<b>July 6, 2023</b>
Final Selection and Notification	<b>July 10, 2023</b>

**VI. SPECIAL CONDITIONS / ATTACHMENTS**

None

**VII. SUBMITTAL REQUIREMENTS**

1. Submit one electronic copy of the Proposal in PDF format by email or on CD, DVD or Thumb Drive. The Proposal shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Consultant.
2. The Proposal must be received no later than **3:00 p.m.** local time, on or before **June 08, 2023** at the office of or emailed to:

**San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006**

Or

**[cblanchard@slvwd.com](mailto:cblanchard@slvwd.com)**

**Attn: Carly Blanchard, Environmental Programs Manager**

Failure to comply with the requirements of this RFP may result in disqualification. Questions regarding this RFP shall be submitted in writing to [cblanchard@slvwd.com](mailto:cblanchard@slvwd.com) by May 31, 2023. The District will not respond to questions submitted after May 31, 2023.